



City of Hoschton Public Works Director Job description

To plan, direct, manage, and oversee the activities, projects, and operations of the Public Works Department including street maintenance and construction, central maintenance, traffic engineering, and building maintenance, manages Stormwater and to provide highly responsible and complex administrative support to the City Manager's office.

Qualifications:

Experience in Public Works Department. The following qualifications are preferred. Supervisory Experience to include Budget administration and equivalent work experience in a related field. Must possess a valid Georgia Driver's License and clean driving.

Major Duties:

- Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, building maintenance, and recommend and administer policies and procedures.
- Direct the development and implementation of Public Works Department programs, goals, objectives, policies, and priorities for each assigned service area.
- Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes. · Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as one of the City's resources for technical engineering expertise.

- Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

- Explain, justify, and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues. Represent the Public Works Department to other city departments, and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies, and organizations. · Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.

- Represent the Public Works Department to the general public, and coordinate/facilitate Public Works activities with public service needs.

Pay Scale is based on experience and range from \$65,000 to \$75,000

Please send all resumes to Human Resource Director Tiffany Wheeler

twheeler@cityofhoschton.com